



CALIFORNIA STATE TREASURER'S OFFICE JOB OPPORTUNITY

CLASS:	Treasury Program Manager I (Sp)
TENURE:	Permanent
TIME BASE:	Full-Time
SALARY:	\$5079 - \$6127

Under the general direction of the Treasury Program Manager II of the Debt Issuance Section, the incumbent serves as the technical specialist and team leader for the development, sale and ongoing administration of the State's Revenue Anticipation Notes.

Description of Essential Functions:

- Develops policies and procedures for the support of the State's Revenue Anticipation Notes (RANs). Coordinates meetings and communications with the Department of Finance and State Controller's Office to analyze State cash flows, internal borrowable resources, and other cash management tools. Advises top level management and prepares recommendations on sensitive and/or technical issues relating to the administration of the State's cash management program. Analyzes the State's historical cash flows and trends to develop future cash management tools. Serves as a liaison and technical specialist with industry professionals on the State's cash management financings. Formulates policy recommendations on the optimal management of the State's cash resources as well as optimal sizing and timing of cash flow borrowings.
- Evaluates and recommends the optimal financing structure of RANs. Analyzes complex legal and financial documents related to the issuance of RANs. Ensures that the legal, tax and financial provisions of the sale meet the State Treasurer's Office (STO) policies and serve the best interests of the State. Negotiates and consults with bond counsel, underwriters, financial advisors, State agencies, and other related parties on the provisions of the bond sale. Advises management on technical issues relating to the bond sale. Develops and coordinates the financing schedule for RANs and ensures timetables are adhered to by all members of the financing team including underwriters, financial advisors, bond counsel, and high level staff in other State agencies. Articulates STO's policies and technical aspects of the sale.
- Consults with high-level officials of other State agencies to communicate issues related to the financing. Explains complex technical aspects of the State's legal and disclosure documents to counsels, underwriters and other State agencies. Analyzes market conditions at time of sale and advises top management on pricing indications. Coordinates marketing and pricing negotiations between management and members of the financing team. Coordinates closing of the RANs to ensure the timely receipt of funds.
- Administers the ongoing accounting requirements of cash flow borrowings. Monitors ongoing compliance with federal tax rules and arbitrage requirements. Advises management on working capital requirements and compliance. Designs and maintains a system to track the ongoing administration of RANs. Maintains ongoing contact with other State agencies and bond counsel to ensure proper reporting of all material events. Responds to the more complex or sensitive inquiries from rating agencies, bondholders, brokers and the general public. Researches industry practices and regulations to identify the potential impact on the State's cash management program. Develop and/or review all legislation related directly or indirectly to the RANs or other cash flow borrowing mechanisms.
- Assigns less difficult or sensitive tasks related to the sale of RANs to junior staff, reviews their work for timeliness and accuracy. Assists in recruitment and training of junior staff. Serves as back-up to other TPM I's; other duties as required.

DESIRABLE QUALIFICATIONS:

- Strong financial, technical and analytical skills.
- Demonstrated ability to write and verbally communicate well.
- Ability to make presentations to management and others.
- Ability to accept multiple assignments and meet critical deadlines.
- Ability to quickly acquire technical knowledge.
- Computer skills, (Microsoft Word, Excel, Access or similar IBM compatible applications.)

CONDITIONS OF EMPLOYMENT:

Fingerprinting and background check are required.

WHO SHOULD APPLY:

Individuals who possess the qualifications listed above and are interested in a lateral transfer (i.e. Staff Services Manager I) or have list eligibility for Treasury Program Manager I may apply. **ONLY THE MOST QUALIFIED APPLICANTS WILL BE CONSIDERED.**

This position is subject to the SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in State Treasurer's Authorities and Commissions are encouraged to apply if interested in the position.

PLEASE STATE THE SOURCE OF YOUR ELIGIBILITY (i.e., SROA or surplus employee.) Also, list the number "510-4221-001" next to the classification on your application/resume, (i.e., TPM I 510-4221-001.)

FINAL FILING DATE:

Open until filled.

SUBMIT APPLICATIONS TO:

Judy Hansen
Personnel Office
State Treasurer's Office
915 Capitol Mall, Room 538
Sacramento, CA 95814

IF YOU HAVE ANY QUESTIONS, PLEASE CALL:

PUBLIC (916) 653-3100
CALNET (916) 453-3100

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